

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA
UNITED STATES PROBATION OFFICE**

MARY ANNE VOGEL
ACTING CHIEF U.S. PROBATION OFFICER

401 Courthouse Square, Third Floor
Alexandria, VA 22314-5797
(703) 299 2300

**POSITION VACANCY
ANNOUNCEMENT
#09-P013A**

REPLY TO:
Administrative Services
Second Floor
U.S. District Courthouse
401 Courthouse Square
Alexandria, Virginia 22314
703-299-2300

POSITION: Administrative Services Specialist
OPENING DATE: July 21, 2009
CLOSING DATE: Open Until Filled
LOCATION: Alexandria, Virginia
CLASSIFICATION: CL 27
SALARY: Beginning \$48,787)
SALARY RANGE POTENTIAL: \$48,787 (CL 27, Step 1) to
\$95,037 (CL 28, Step 61)
AREA OF CONSIDERATION: All sources
STATUS: Permanent full-time position

The U.S. Probation Office for the Eastern District of Virginia is accepting applications for the position of Administrative Services Specialist. The Administrative Services Specialist performs periodic internal audits to ensure compliance with internal processes, policies and procedures. Work performed includes administrative, technical, and professional work related to multiple administrative functions (such as property management, space and facilities, financial, budgetary, and/or statistical maintenance activities). The Administrative Services Specialist assists with procurement activities and treatment services billing.

This is a permanent full-time position with promotion potential to the CL 28 level without further competition.

REPRESENTATIVE DUTIES:

Develops and carries out a comprehensive compliance program. Develops, maintains, monitors, and revises policies and procedures for the general operation of programs to ensure compliance with internal policies and procedures, as well as with external requirements imposed by law, Judicial Conference policy, and other policies and regulations.

Conducts internal control and quality assurance reviews of probation's business processes to assess operational efficiency and compliance, as well as to prevent fraud, waste, abuse, and mismanagement.

Conducts pre- or post-transactional audits, inspections, and evaluations. Prepares a detailed summary of each audit, including recommendations for improvement and presents findings and recommendations to the Chief

Probation Officer and the management team.

Monitors corrective action of any deficiencies identified in financial audits or program review reports.

Performs procurement from Government and non-Government sources and coordinates the renewal of annual maintenance/repair agreements for equipment and services.

Procures Probation consumables, printing needs, and miscellaneous services as required in accordance with JP3 regulations, the *Guide to Judiciary Policies and Procedures*, and bulletins.

Conducts market research for procurement requests.

Ensures adherence to the *Guide to Judicial Policies and Procedures* on procurement practices.

Provides expenditure information to the Budget Manager for budget control purposes.

Identifies tenant alteration cyclical maintenance projects. Works with GSA to generate cost estimates. Monitors project work and validates invoices for payment.

Creates and maintains necessary files related to facilities maintenance, tenant alterations, and cyclical maintenance.

Provides policy and procedures to senior management as requested.

Assists with treatment services billing and serves as back-up for treatment services billing in the absence of the Budget Manager.

Validates and reconciles interpreter invoices and tracks monthly interpreter usage by language. Provides quarterly report to the Budget Manager. Updates hourly interpreter rates and informs IT staff.

Reconciles and validates GSA car, Equifax, and G4S invoices.

Performs other related duties as required

REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS, AND ABILITIES):

Administrative Management

Knowledge of judiciary policies, practices, regulations, and terminology related to court administration of internal control policies, procurement processes, and financial reporting. Knowledge of the requirements for administration of a wide variety of administrative functions. Ability to organize and prioritize work schedule. Ability to exercise discretion and manage multiple priorities simultaneously. Skill in gathering, researching, and analyzing data. Skill in negotiating to resolve problems. Skill in reconciling invoices.

Internal Controls

Knowledge of standards and objectives of internal controls. Skill in developing compliance programs. Ability to analyze procedures and make recommendations for improvement. Skill in conducting quality reviews. Skill in analyzing laws, regulations, and judiciary policies and determining their effects on administrative operations. Skill in developing written guidance.

Procurement

Knowledge of procurement and property management procedures, guidelines, policies, practices, and protocols used within the Probation Office. Knowledge of general Government procurement and procedures. Knowledge of the Probation Office's needs and usage of supplies and equipment. Knowledge of property management procedures.

Budget and Financial

Knowledge of judiciary policies, practices, regulations, and terminology related to court administration of financial reporting, procurement processes, and financial transactions (such as travel expense reimbursements and payments for procured goods and services). Knowledge of government accounting practices, procedures, and principles. Knowledge of financial systems and how to use automated systems to perform day-to-day activities. Skill and accuracy in working with numerical calculations. Ability to understand relationships among accounts and how financial procedures relate to the overall business of the Probation Office.

Judgment and Ethics

Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements.

Written and Oral Communication/Interaction

Ability to communicate orally and in writing with tact and clarity. Ability to provide and exchange accurate and timely information with individuals within and outside of the Probation Office. Ability to negotiate with vendors. Ability to communicate with requesters to determine actual needs. Skill in developing written guidance.

Information Technology and Automation

Knowledge of and skill in using office procedures and a variety of office equipment and applications, such as word processing, e-mail, spreadsheets, automated financial systems, and other computer-based systems used by the Probation Office. Skill in using computer software and other technology to enhance efficiency.

REQUIRED EDUCATION/EXPERIENCE: Completion of a bachelor's degree from an accredited college or university and 2 years of specialized experience, including at least 1 year equivalent to work at the CL 25 level.

Specialized experience includes progressively responsible experience that

is in, or closely related to, the work of this position, that has provided the particular knowledge, skills, and abilities to successfully perform the duties of this position (such as budgeting, accounting, auditing or financial reporting).

BENEFITS MAY INCLUDE: A minimum of 10 paid holidays per year; paid annual leave in the amount of 13 days per year for the first 3 years of service, 20 days per year after 3 years of service, and 26 days per year after 15 years of service; paid sick leave in the amount of 13 days per year; and, optional participation in the Thrift Savings Plan, Federal Employees' Health Benefits, Group Life Insurance, Flexible Benefits, Commuter Benefits, and Long Term Care Programs.

CONDITIONS OF EMPLOYMENT:

- 1) Applicants must be citizens of the United States and have no criminal record.
- 2) Tests to determine level of skills will be given to all candidates interviewed.
- 3) Final candidates will undergo a local background investigation with law enforcement agencies, as well as a check of financial and credit records.
- 4) Employment is contingent upon outcome of a favorable OPM background investigation. The candidate selected will be hired provisionally pending the outcome of this investigation. An unsatisfactory background investigation may result in termination of employment.
- 5) The candidate selected may be required to reimburse the Probation Office the cost of their training should they terminate employment within 2 years.
- 6) Employees of the U.S. Probation Office are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants for review upon request.
- 7) Mandatory Direct Deposit participation for payment of salary.
- 8) Employees of the U.S. Probation Office are covered by the Court Personnel System and are Excepted Service appointments.

APPLICATION PROCESS:

APPLICANTS MUST SUBMIT A LETTER OF INTEREST WHICH ADDRESSES THEIR KNOWLEDGE, SKILLS, AND ABILITIES AS THEY APPLY TO THIS POSITION, A COMPLETED STANDARD FORM 171 (SF-171), AND A RESUME TO:

U.S. Probation (HR #09-P013A)
401 Courthouse Square
Alexandria, Virginia 22314-5797

Application packages received by August 10, 2009, will be given first consideration.

Applicants who submit incomplete packages may not be considered. The SF-171 may be requested via telephone at 703-299-2316 or obtained on line at:

<http://www.vaep.uscourts.gov/>

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice.

The U.S. Probation Office will not pay for any relocation or interview expenses.

**THE UNITED STATES PROBATION OFFICE IS AN
EQUAL OPPORTUNITY EMPLOYER**



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